



NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – G2  
Lockport, New York 14094

*Malcolm A Needler*  
Personnel Officer  
  
(716) 438-4071

## DEPUTY BUILDING INSPECTOR

### No 66-418 Examination Open to the Public

### Salary Varies by Municipality

The examination will be held to establish an eligible list used to fill one (1) current vacancy in the Town of Wheatfield and any other appropriate vacancies in the municipalities under the jurisdiction of Niagara County Civil Service that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

**RESIDENCE REQUIREMENTS:** Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

**MINIMUM QUALIFICATIONS:** Candidates must meet one of the following on or before the date of the written exam. **If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.**

1. Graduation with a Bachelor's Degree in mechanical or construction technology or closely related field; **OR**
2. Graduation with an Associate's Degree in mechanical or construction technology or closely related field and two (2) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
3. Graduation from high school or possession of an equivalency diploma and four (4) years of paid experience as a building contractor or in building construction activities; or journey level trades worker; or in the design of buildings; or in the inspection of buildings for safety and compliance codes; or in working with a fire fighting organization; **OR**
4. An equivalent combination of education and experience.

**NOTE:**

1. Part-time experience will be pro-rated towards meeting the experience requirements.
2. Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENT:**

Employees must complete the initial NYS required courses designed for building inspection and code enforcement personnel within eighteen (18) months of appointment and must complete annual in-service training to maintain certification.

**DUTIES:** This class is responsible for assisting in the enforcement of state and municipal building codes, ordinances, and local laws. The incumbent assists with the inspections of buildings for compliance with building laws and rules. This position entails a high degree of responsibility and the consequence of errors in judgment may endanger the lives and property of the municipality's inhabitants. General or direct supervision is received from the Building Inspector. Wide leeway is permitted for the exercise of independent judgment in carrying out the details of the work in accordance with established procedures, policies, laws, and regulations. The incumbent may exercise supervision over subordinate personnel. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **RECOMMENDED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE. YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLINE

**DECEMBER 1, 2023**

A non-refundable \$15.00 application fee is required.  
Apply and pay online or submit a check or money order  
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: October 24, 2023

EXAMINATION DATE

**JANUARY 13, 2024**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Inspection procedures and principles:** These questions test for knowledge of the appropriate practices and methods to use when inspecting various types of building facilities and projects; including proper adherence to plans and codes; dealing with residents, owners, and contractors; and inspection record keeping.
2. **Building construction and rehabilitation:** These questions test for knowledge of the various methods and materials used when constructing or renovating various types of buildings and their components.
3. **Understanding and interpreting building plans and requirements:** These questions test for the ability to read, analyze and perform computations based on technical drawings and written technical material related to building facilities and projects. All the information needed to answer the questions will be presented in the written material and/or drawings.
4. **Understanding and interpreting codes and ordinances:** These questions test for the ability to read and analyze various codes and requirements. Candidates will be provided with written selections related to code provisions (mainly dealing with zoning, housing and property management issues) and will be asked questions based on those reading passages. All the information needed to answer the questions will be presented in the written selections. Candidates will not be required to have any special knowledge related to the content areas covered in the reading selections.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

**COLLEGE ACCREDITATION:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT.** If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](https://niagara-portal.mycivilservice.com/)**  
Exams/Jobs Portal - **<https://niagara-portal.mycivilservice.com/>**